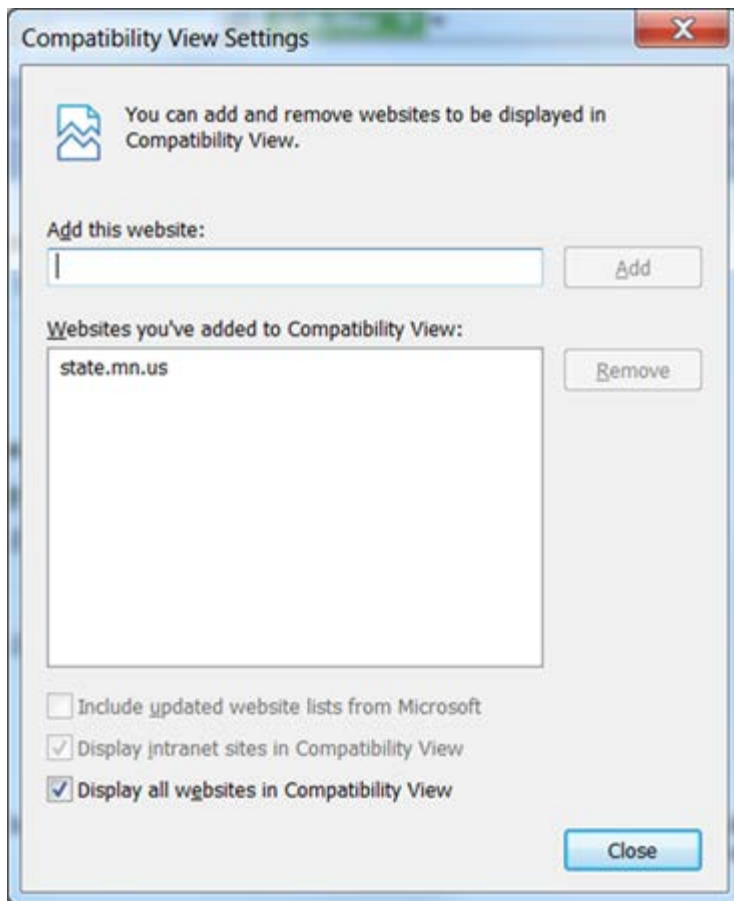


# Pay Equity Software Instructions

For optimum performance, you may prefer to confirm the following setting:

In menu bar, click Tools, select Compatibility View Settings, check Display all websites in Compatibility View.

Jurisdictions may want to add “state.mn.us” to Websites to Compatibility View.

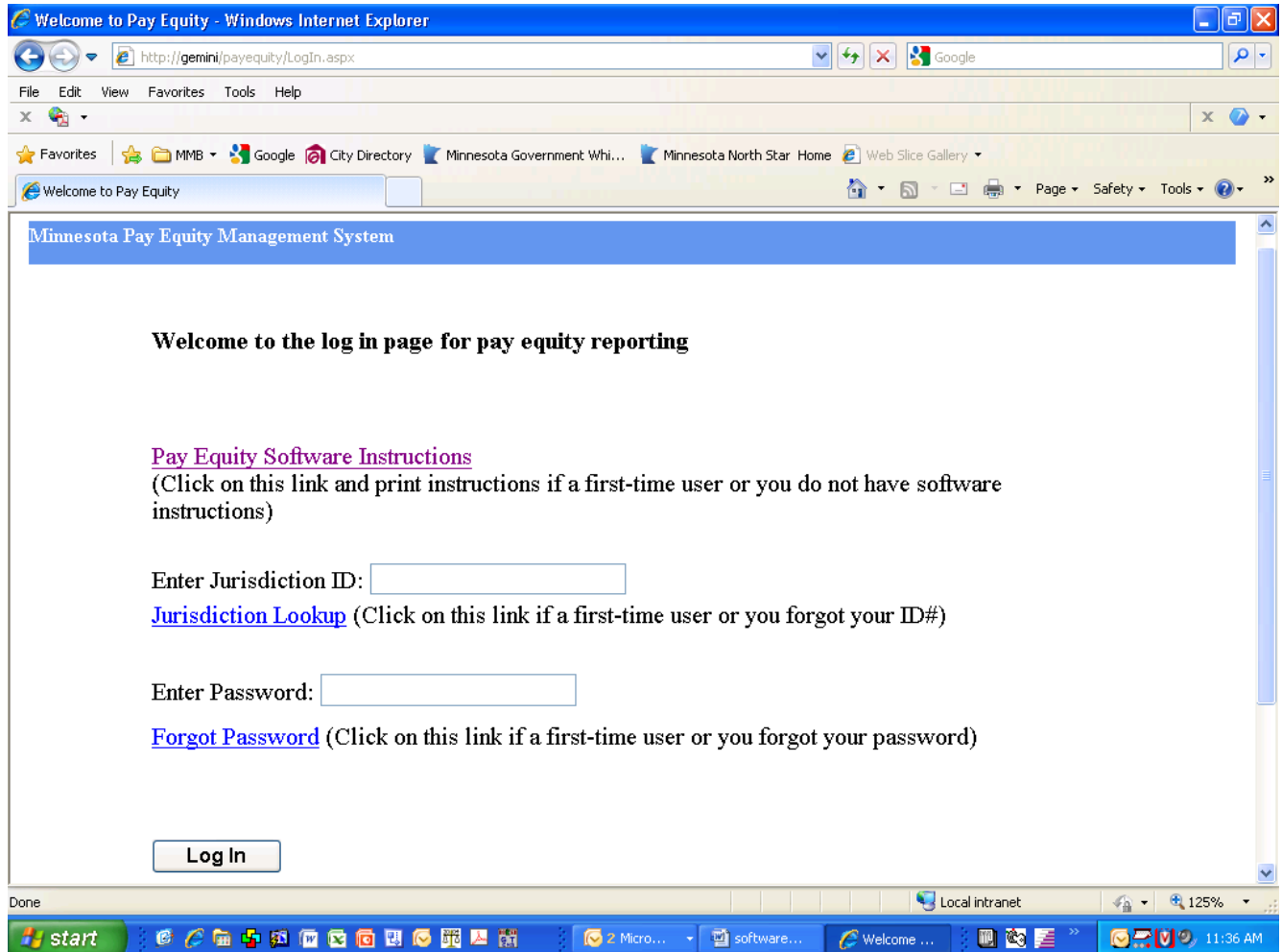


## Pay Equity Software Instructions

**The State of Minnesota Pay Equity Management System is a web-based software for submitting Pay Equity reports.**

Print these instructions before accessing the web link.

- 1) **To Access the Software:** <https://www.mmb.state.mn.us/PayEquity/LogIn.aspx>
- 2) **Enter your Jurisdiction ID and Password, click Log In.**



- Can't remember your Jurisdiction ID?  
*Click **Jurisdiction Lookup** to find your Jurisdiction ID. Enter your jurisdiction Name or Type and click **Search**. When the results are shown, click **Login** in the 1<sup>st</sup> column.*
- Forgot your Password or First time logging in?  
*Click **Forgot Password** and a screen will come up for you to fill in your email address, click **Send New Password** and then you will immediately be sent an email with a generic password. (Your email address must match that in the system's contact info.) Open the email and copy and paste the password into the **Password** box and click **Log In**. Once logged in, click **Utilities** and click **Change Password** and you should change your password to something you can remember. You will then immediately receive another email with your new password. Experiencing difficulty? Contact us at [pay.equity@mn.state.us](mailto:pay.equity@mn.state.us)*

### 3) Jurisdiction and Contact Information Page

Minnesota Pay Equity Management System - TEST for new Minn Pay Equity Management(16-No Submission)

Home Go To Utilities Log Out

-->Enter Jobs

ID: 2365 Jurisdiction Type: CTY - County

Name: TEST for new Minn Pay Equity Management

Address 1: 658 Cedar Avenue East

Address 2: Centennial Building

City: St. Paul

State: MN

Zipcode: 55155

Main Phone:

Fax:

Next Report Year: 2016

Modify Jurisdiction

**Contact List**

Name	Email	Phone	Edit	Delete
Cheryl Ryan	cheryl.ryan@state.mn.us	555-555-5555	Edit	Delete
Faith Zwemke	faith.zwemke@state.mn.us	555-555-5555	Edit	Delete
			Add	

We have worked to ensure this product is accessible and compliant with the standard WCAG 2.0 level AA. We have tested accessibility using the JAWS software from Freedom Scientific. We found it to work correctly for us. If you find errors in accessibility, please let us know at [pay.equity@state.mn.us](mailto:pay.equity@state.mn.us) so that we can follow up. Thank you.

Review your Jurisdiction and Contact List information, if no changes, click **Enter Jobs**. If the Jurisdiction information needs to be updated, click **Modify Jurisdiction** and make appropriate changes. Click **Save** when finished.

To make changes to the Contact List information:

- To edit an individual's contact information, go to the appropriate row and select **Edit** and make the appropriate updates. After making edits, select **Update**.
- You can also delete a contact, select **Delete**, then you get a message "Are you sure you want to delete this contact? Click **OK** or **Cancel**.
- To add another contact, click **Add**. Enter, Name, Title, Email & Phone including area code, click **Save**.

#### 4) View Previous Pay Equity Reports

On the right side of the screen, click **Enter Jobs**. A table of previously submitted reports will appear on the screen. Select **View Jobs** at the appropriate row to view a past report.

View/Add	Export	Report Year	Case ID	Case Description	Case Status	Edit	Delete
<a href="#">View Jobs</a>	<a href="#">Export Jobs</a>	2011	1	test	Out of Compliance		
<a href="#">View Jobs</a>	<a href="#">Export Jobs</a>	2011	2	test 2	Shared (Jur and MMB)	<a href="#">Edit Case Desc</a>	<a href="#">Delete Case and Jobs</a>
<a href="#">View Jobs</a>	<a href="#">Export Jobs</a>	2014	1	2011 DATA	Submitted		
<a href="#">Add New Case</a>							

#### 5) Submitting a New Report

To submit a new report, click **Add New Case**, from the View/Add column. At the **Case Description** prompt box, type in the four-digit year your report is due followed by DATA [e.g. 2011 DATA].

Tab to the Case Status column and select **Private** or **Shared** from the drop down menu. Click **Save**. (**Shared** means both the jurisdiction and the State Pay Equity Coordinator can view the jobs; **Private** means only the jurisdiction can view the jobs.)

**The status will change to “submitted” once you have gone through all the steps to enter and submit data. Until this is done, MMB does not receive a notice that the report has been submitted and no report is recorded from your jurisdiction.**

**If you need a preliminary review because your jurisdiction is out of compliance or you would like an interim review of data, you must send a separate email to [pay.equity@state.mn.us](mailto:pay.equity@state.mn.us) requesting a preliminary review. Please note, it is not possible to complete preliminary reviews in January of the year you are required to report as there is insufficient turnaround time.**

## 6) Once a New Case is Entered

Once a new case is entered, you have three choices for submitting your jobs. Select one of the options:

- **Enter Jobs on Line** - jurisdiction manually enters job title, number of males, number of females, Points, etc. for each job classification.
- **Copy Jobs from Existing Case Above** – within the software, jurisdiction copies report data from a previous year to current year.
- **Import Jobs from Excel** – jurisdiction imports report data from an Excel spreadsheet.

Minnesota Pay Equity Management System - Ping test Jur(Admin)(13-No Submission)

Home Go To Utilities Log Out

Switch Jurisdiction: Select a different jurisdiction

[<--Jurisdiction Info](#) [See Results-->](#)

Jurisdiction: ID # 2366 - Ping test Jur  
Number of cases found: 4

View/Add	Export	Report Year	Case ID	Case Description	Case Status	Edit	Delete
<a href="#">View Jobs</a>	<a href="#">Export Jobs</a>	2011	1	test	Out of Compliance		
<a href="#">View Jobs</a>	<a href="#">Export Jobs</a>	2011	2	test 2	Shared (Jur and MMB)	<a href="#">Edit Case Desc</a>	<a href="#">Delete Case and Jobs</a>
<a href="#">View Jobs</a>	<a href="#">Export Jobs</a>	2013	1	2011 DATA	Shared (Jur and MMB)	<a href="#">Edit Case Desc</a>	<a href="#">Delete Case and Jobs</a>
<a href="#">View Jobs</a>	<a href="#">Export Jobs</a>	2014	1	2011 DATA	Submitted		
<a href="#">Add New Case</a>							

No job in this case. To fill case with jobs:

☐ Enter Jobs On Line ☐ Copy Jobs From Existing Case Above ☐ Import Jobs From Excel

We have worked to ensure this product is accessible and compliant with the standard WCAG 2.0 level AA. We have tested accessibility using the JAWS software from Freedom Scientific. We found it to work correctly for us. If you find errors in accessibility, please let us know at [pay.equity@state.mn.us](mailto:pay.equity@state.mn.us) so that we can follow up. Thank you.

### Select Enter Jobs On Line

- Click **Add** to add a new job. Enter information into all applicable columns, starting with the Title column. (The Job Nbr column will populate automatically.)
- Once the row is completed for that job classification, click **Save**. To add another job row click **Add**. Enter job information, **Save**, and so on until all jobs have been added.

OR

## Select Copy Jobs From Existing Case Above

- Below **Copy Jobs From:** click the Report year you want to copy jobs from. Below Case, click the appropriate case.
- Below **Copy jobs to:** will already be populated with the new Report year and Case. Click **Copy Jobs**.
- The table with the copied jobs will be on the screen. Edit a job row by clicking the **Edit** button. Make any necessary changes and click **Update**.
- A job that no longer exists can be deleted by clicking **Delete**. When delete is selected, a prompt will come up that reads: *Are you sure you want to permanently delete this job?* Select either **OK** or **Cancel**.

OR

## Select Import Jobs From Excel

**Important Note:** If importing jobs from Excel, your Excel file must have column headings exactly as shown below. Your excel file must have an extension of xls (example J1.xls). You can copy and paste the column headings from the excel spreadsheet below into your excel file. **Also, the File Name and the Worksheet Name need to be named the same.**

jobid	title	men	females	points	mins	maxs	yrmax	yrsrv	exsrv
1	Box Office	1	1	110	1200	1400.41	4	0	
2	Stage Crew	6	1	130	1250	1450.26	5	0	LONGEVITY
3	Props Chief	1	0	140	1260	1460.94	5	0	LONGEVITY
4	Costume Designer	0	1	142	1375	1575.89	5	0	
5	Set Tech.	1	0	150	1360	1560.75	5	0	

- To **Import Jobs From Excel**, click the **Browse** button. Find your Excel file on your computer (desktop, c drive, etc.). Highlight your excel file and click **Open**.
- Click **Import into Database** and you should see your jobs. If there is a problem with any of the jobs, you will see an error message. The message will indicate what needs to be fixed. Go to your Excel file and make the necessary corrections. After corrections are made, click **Browse** and **Import into Database** again.

- 7) Once your jobs are entered, click **See Results** in the upper right hand corner.
- 8) The Compliance Report comes up. Scroll down to the gray box that says **Go To Implementation Form**.
- 9) Click on this box.

10) It then brings you to the Implementation Form. Please note that any entry on the Implementation Form may not exceed 60 characters in length. Once the Implementation Form is completely filled out, click **Sign and Submit**.

**You are done!**

Important Note: The State Pay Equity Coordinator will receive an email indicating that you have submitted your Pay Equity report and you will receive a confirmation email that your Pay Equity report was received. You can also confirm that your report was received by the State by returning to the jobs screen where the “Case Status” should read “Submitted.”

You can update your jurisdiction information and contact list information anytime throughout the year. It is always important to keep your jurisdiction and contact list information up to date for future correspondence and system access.